

# ***JOB ANNOUNCEMENT***

**POSITION TITLE:** Deputy Probation Officer I  
**LOCATION:** Third District Juvenile Court-Tooele  
**HIRING RANGE :** 30/35 - \$11.35 to \$13.00  
**TYPE OF POSITION:** Full-time, with benefits  
**CLOSING DATE:** April 4, 2008 at 5:00 pm

**DIRECT APPLICATIONS TO:**

Kyle Memmott  
Third District Juvenile Court  
74 S 100 E  
Tooele, Utah 84074  
(435) 833-8056 phone  
(435) 833-8015 fax

**TYPICAL DUTIES:** Under close supervision of a probation officer or a chief probation officer supervises and participates with 5-10 minors assigned to the work program who will engage in various work projects in the community. Performs all other duties associated with the operation of the work program including setting up work projects with community entities, maintaining the work crew van w/ trailer, and keeping and updating an inventory of work program equipment. Performs and/or assists the probation officer in tracking, monitoring, or routine case handling of minors who have been placed on probation, probation state supervision, or who are under the jurisdiction of the juvenile drug court. Duties include verifying and determining the compliance to court orders, conducting drug tests, coordinating services with local agencies, and processing warrants. Other duties may include:

- Preparing progress reports
- Supervising juveniles in satellite work projects
- Maintaining logs and records of juvenile's activities
- Meeting with parents of juveniles to assess current status
- Administering assessments
- Visiting schools and places of employment to verify participation
- Assisting juveniles in completing written assignments
- Assisting the probation officer in implementing supervision plans
- Monitoring and collecting information on drug court participants
- Performing other appropriate duties as needed and assigned

**MINIMUM QUALIFICATIONS:** Graduation from high school plus two years of practical experience working with the public or with juveniles or any equivalent combination of education and experience. College education in social and behavioral sciences, psychology, sociology, social work or related field preferred. First Aid certification desirable. Must have the ability to deal with stressful or emotional circumstances and make decisions under pressure.

**ADDITIONAL REQUIREMENTS:** Must have a willingness to accept exposure to some dangerous or threatening situations. Must be willing to work a flexible schedule including evening and/or weekend work. Must have access to own transportation. All drivers over 21 must have a valid driver's license and must not exceed 70 total points on their driving record. All drivers must have no reckless driving or drug or alcohol related violation within 3 years. Any driver with 2 drug or alcohol offenses loses his or her driving privileges for a state van. All drivers under 21 must have a valid Utah driver's license and no moving violations on their driving record and zero total points on their individual driving record.

**APPLICATION INFORMATION:** A State application **must** be submitted to be considered. Resume's and related experience may be attached to the application but will not be processed without an application. Applications can be obtained at the Department of Workforce Services or at any State Office. Applications are also available via the Internet at <http://courtlink.utcourts.gov/jobs>.

*The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.*